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OREGON COMMUNITY COLLEGES POLICIES AND PROCEDURES GOVERNING STATE ASSISTANCE PROGRAM FOR CONSTRUCTION OF FACILITIES. 1967 REVISION.

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POLICIES, REGULATIONS, PROCEDURES AND CRITERIA ADAPTED FROM THE RULES AND REGULATIONS OF THE OREGON STATE BOARD OF EDUCATION ARE COMPILED IN THIS DOCUMENT TO ASSIST SCHOOL DISTRICTS IN PRODUCING MASTER PLANS FOR INSTITUTIONAL DEVELOPMENT. THESE POLICIES AND PROCEDURES GOVERNING THE STATE ASSISTANCE PROGRAM ARE SPECIFICALLY RELATED TO THE CONSTRUCTION OF FACILITIES FOR OREGON'S COMMUNITY COLLEGES. IT INCLUDES--(1) A POLICY STATEMENT OF THE RESPONSIBILITIES OF THE BOARD OF EDUCATION, (2) THE REGULATIONS FOR FUNDING A COMMUNITY COLLEGE PROJECT, AND (3) THE ADMINISTRATIVE PROCEDURES FOR COMMUNITY COLLEGE CONSTRUCTION. THE SECTIONS ON PROCEDURES CONTAIN AN OUTLINE FOR DEVELOPING UTILIZATION STUDIES AND GUIDELINES FOR SPACE STANDARDS. THE SIX APPENDIXES INCLUDE SECTIONS ON APPROVING A PROPOSED SITE, DEVELOPMENT OF A LONG-RANGE MASTER PLAN, THE PREPARATION OF EDUCATIONAL SPECIFICATIONS, THE FORMS REQUIRED FOR STATE ASSISTANCE. (BH)

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OREGON COMMUNITY COLLEGES

POLICIES AND PROCEDURES:

GOVERNING STATE ASSISTANCE PROGRAM FOR CONSTRUCTION OF FACILITIES

1967 REVISION

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Issued by the
STATE DEPARTMENT OF EDUCATION
LEON P. MINEAR
SUPERINTENDENT OF PUBLIC INSTRUCTION
SALEM, OREGON 97310

FOREWORD

ORS 341.925 to 950 provides for State aid for construction of community college facilities. State funds may be used to provide school buildings for instruction, administration, and necessary student facilities with certain restrictions. The State Board of Education shall establish criteria for allowable space and facilities.

This publication supersedes State Board policy of April 6, 1966. Changes required to adapt the policy to Chapter 433 Oregon Law 1967 (22-005), enacted by the Fifty-Fourth Legislative Assembly, are incorporated in this revision. The cross reference numbers by each major regulatory heading are the cross references to the title and section of the summarized Rules and Regulations of the State Board of Education.

Policies, regulations, procedures, and criteria, as presented in this guide, are intended to assist school districts in the development of master plans for the development of the institution. After approval of the master development plan, the policies, regulations, procedures, and criteria are intended to assist school districts in the preparation of applications to the State Board for building project funds.

Consultative services of State Department of Education staff are available to districts concerning any phase of development contained in these sections. Requests for such services may be directed to the Assistant Superintendent of the Division of Community Colleges and Vocational Education or his designee.

Donald K. Shelton prepared a draft of these policies, regulations, procedures, and criteria. The draft was submitted for review by the president, or his representative, in each of the twelve community colleges prior to State Board consideration. Appreciation is expressed to: Wallace W. McCrae, President, Blue Mountain Community College; Frederick H. Boyle, President, Central Oregon Community College; Roy G. Mikalson, President, Clackamas Community College; Stewart F. McCollom, President, Clatsop Community College; Dale P. Parnell, President, Lane Community College; Eldon Schafer, President, Linn-Benton Community College; Earl L. Klapstein, President, Mt. Hood Community College; Amo De Bernardis, President, Portland Community College; Paul F. Wilmeth, Director, Salem Technical Vocational Community College; Jack E. Brookins, President, Southwestern Oregon Community College; Emery J. Skinner, President Treasure Valley Community College; Harry Jacoby, President, Umpqua Community College; and Robert O. Hatton, Assistant Superintendent, Division of Community Colleges and Vocational Education, for constructive criticism rendered.

This document, as amended, was approved by the State Board of Education at its meeting of October 10, 1967.

LEON P. MINEAR
Supt. Public Instruction

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State of Oregon
STATE BOARD OF EDUCATION
Salem, Oregon

Oregon Community Colleges
POLICIES AND PROCEDURES GOVERNING STATE ASSISTANCE PROGRAM
for
CONSTRUCTION OF FACILITIES

OBJECTIVES

1. To recognize the role of local district board members in the determination of the school plant.

2. To establish valid criteria which, when implemented, will lead to adequate and efficient community college facilities.

3. To inform local policymakers of the extent and the limitations for which State participation may be anticipated in the development of community college facilities.

4. To assist local efforts to implement the most economical and efficient approaches to development of plant facilities.

5. To provide the basis by which State appropriations requests may be prepared and by which such requests may be justified.

6. To encourage thorough planning by institutional planners prior to implementation.

7. To recognize that there are costs other than direct construction cost involved in the acquisition of necessary community college physical plant facilities.

8. To encourage institutional initiative to seek other resources by which State and local tax resources may be amplified for acquisition of facilities.

9. To provide for equitable capital construction allocations among the different institutions based upon the student potential to be served.

10. To integrate all resources toward the accomplishment of the goal of providing necessary facilities.

11. To review the cost of community college construction periodically in order to maintain the statutory level of State participation.

POLICY STATEMENT (22-010)

The State Board of Education recognizes the legal responsibilities and authority of the local board of directors to determine the type of community college plant facilities required for the local educational program.

The State Board of Education recognizes its legal responsibility to establish: (1) policy, regulations, and procedures for the administration of the State aid program; (2) criteria for usage, space, and facilities; (3) records and information which will assist legislative determination; and (4) the basis for local policymakers to ascertain the extent of State assistance available for facility development in order that they may determine local requirements and plan effectively for them.

The State Board of Education shall not allocate State funds to a district for the purposes of: (1) acquisition of site; (2) site development such as clearing, major site grading, bringing major services to the site or development of substitutes therefor upon the site, or other factors which might significantly influence the acquisition of a specific site; (3) construction of dormitories; (4) construction of spectator sport facilities; (5) or for that portion of an auditorium which exceeds the needs of the college for large lecture hall student instructional stations as related to the size of the institution.

Capital construction appropriations requests shall be based upon recognition of cost of reasonable construction standards and quality in order to assist local districts provide necessary facilities for educational programs for which a sufficient need, demand, and potential exists. In preparing biennial budget appropriation requests for construction of community college facilities, the executive staff is directed to increase the statutory amount provided in ORS 341.925 by the amount necessary to adjust to current costs as indicated by changes in the college building cost index since the amount was last established or suitably revised. The executive staff is further directed to place such alteration in the first "maintenance of existing level of program" category in order that State assistance shall maintain a proportionate level of existing service and to cause to have introduced amendment to ORS 341.925 to adjust the statutory amount accordingly.

REGULATIONS

1. State Fund Participation (22-015)

Prerequisite to qualification for State capital construction funds, the community college shall:

a. Provide a suitable site which has received State Board approval (See criteria--Appendix I).

b. Have on file a long-range master plan for development of the community college which has received State Board approval (See minimum data requirement--Appendix II).

c. Have the authority, which shall be defined as appropriate action by the local electorate, to provide local matching funds in accordance with the conditions contained in ORS 341.925.

2. Institutional Eligibility for State Funds (22-020)

The gross State fund eligibility available to an area education district is specified in ORS 341.925. However, in any appropriation period, the amount of construction fund eligibility is subject to legislative appropriation and direction. Regularly, administrative advice will be rendered to all community colleges as to short term eligibility available to assist community colleges in capital construction planning. For insight toward longer range planning, local boards of education may be assured the State Board will recommend the granting of priority to previously incurred deferred credit as specified in ORS 341.925.

3. Federal Fund Eligibility (22-025)

The eligibility of a district for an allotment of State funds for providing community college plant facilities shall be a prerequisite to eligibility for a recommendation by the state agency for a federal grant to the school or area education district for similar purposes.

4. Federal, State, and Local Matching Relationships (22-030)

Where construction project funds from Federal and State sources are receivable, the Federal funds shall be applied first. Local funds shall provide for at least 35 percent of the balance remaining and State funds shall not exceed 65 percent of such balance. In the event Federal fund allocations are received after a project has previously received State funding, correction in State fund allocations shall be made to provide for the above relationship. Such action should be anticipated by local boards of education in determining financial planning for construction of facilities.

5. Allocations of State Capital Construction Funds (22-035)

Districts operating community colleges may anticipate receiving allocations for capital construction funds in accordance with data contained in other regulations and after observance of steps enumerated under procedures.

When institutional eligibility exceeds the total appropriation, projects shall receive full State share allocations based upon the following priorities until the appropriation is exhausted:

First Priority -- shall be granted to approved claimed credit requests for debt retirement grants which are received within the first 45 days of the biennium. Such priority shall be subject to line item appropriation controls, if legislated, and Emergency Board concurrence.

Second Priority -- shall be granted to approvable applications for new construction projects in which credit is claimed for prior excess local effort which are received within the first 45 days of the biennium. Such priority shall be subject to line item appropriation controls, if legislated, and Emergency Board concurrence.

Third Priority -- shall be given to approvable applications received within the first 45 days of the biennium which will provide, after completion of the project, the highest utilization of student instructional stations in all facilities of the institution. Such priority shall be subject to a line item appropriation control, if legislated.

Fourth Priority -- shall be given to approvable projects in order of receipt, excepting that the State Board, after 30 days notice to all participating institutions, reserves the right to establish a closing date for receipt of applications, at which time all applications received received by that date shall be considered under the terms of the third priority. These project priorities shall be subject to line item appropriation controls, if legislated. Such closing date(s) shall not be established more than six months subsequent to notification.

6. Claimed Credit for Previously Incurred Expenditures (22-040)

For the first biennium (1967-69) after adoption of provision for prior credit, an application may be filed any time within the first 10½ months of the biennium and be considered for priority subject to the availability of funds or any line item appropriation control.

For each biennium beginning July 1, 1969 and thereafter, any community college board of education desiring to claim credit for excess local expenditure for prior construction in accordance with Section 10, Chapter 433, Oregon Laws 1967, shall file an estimate of credit to be claimed by March 1 of 1968 or each even numbered year thereafter; a corrected estimate by January 15 of 1969 or each odd numbered year thereafter; and a corrected final credit claim by August 15 of 1969 or each odd numbered year thereafter, if fund priority status is to be preserved. Credit may be claimed at other periods within two years subsequent to the accepted completion date of the facility, however, in such case, any priority shall be subject to the availability of funds or any line item appropriation control.

All State obligation for claimed credit shall be considered resolved in the amount of the claim if the claim is submitted prior to final determination of all costs. However, should the final cost be less than that claimed, or in the event supplementary Federal funds be received subsequently, appropriate reduction shall be made in the amount of the credit.

Prior credit claims for the purpose of reduction of bonded principal indebtness will state the total amount of the claim and include a schedule of the dates and amounts of principal payments, excluding interest costs. Normally, the amount of principal retirement payment due within the two fiscal years of the biennium will be allocated by the State Board in any single biennium. In the event the local district has bonded indebtedness in which the bonds may be called prior to due date, the district board of education may request payment for more than two years in order to reduce such bonded indebtedness. Determination in such case shall be subject to assessment of funds available and need therefor by the State Board and the Emergency Board.

Prior credit claims to increase State funds (in lieu of local matching funds) for future construction shall require advance application as provided above, if priority status is to be maintained, and, in addition, an approvable project against which the credit, and/or any current State funds, is to be applied. No claimed credit funds, excepting those to retire bonded principal indebtedness, will be encumbered by the State Board until such time as an application is made for an approvable construction project. However, the State Board recommends to local boards of education that claimed credit processing be undertaken, if a project is planned within the biennium, in order to provide information for legislative appropriation consideration even though it will not be possible to apply for the project within the first forty-five days of the biennium.

7. Fund Allotment Control (22-045)

In the event State appropriations for community college construction are reduced by provisions of ORS 291.232 to 291.260, fund allocations for full projects and line item appropriation control will be made in accordance with the priorities established until such time as available funds are exhausted.

ADMINISTRATIVE PROCEDURES

For the information and guidance of school authorities, procedures established for the administration of State aid to school districts for community college construction are outlined below. The procedural steps are listed in order of actions to be taken by the local school district and the State Board of Education from preparatory to the filing of application for State funds to final payment to the local district for the project and the method by which credit may be claimed for excess local construction expenditure which may have occurred subsequent to July 1, 1965.

A. Procedural Steps

1. Upon Organization of the District (by local district)

   a. Notify the Assistant Superintendent, Community Colleges, State Department of Education, of intention to apply for State funds and arrange for a preliminary conference.

   b. Secure a copy of bulletin entitled OREGON COMMUNITY COLLEGES POLICIES AND PROCEDURES GOVERNING STATE ASSISTANCE PROGRAM FOR CONSTRUCTION OF FACILITIES (1967 Revision) to use as a guide in all subsequent steps.

2. Studies Preparatory to the Selection of Site (by local school district)

   Ideally, part of the studies for the long-range plan should be completed in order to establish desirable criteria for the selection of the campus site.

3. Tentative Selection of Site (by local district)

   Based upon needs as determined under step 2 above, make a tentative selection of site and secure a purchase option(s).

4. Filing of Application for Approval of Site(s)-(by local district)

   An application (see Appendix I for data required) shall be filed to the State Board for approval of one or more sites.

5. Approval of Site(s) - (by State Board)

   The State Board of Education shall cause an inspection of the site(s) to be made and shall delegate authority for administrative approval and notification of such approval to its executive officer. In the event executive approval is denied for a desired site(s), the local board may initiate an appeal for State Board reconsideration.

6. Acquisition of Site - (by local district)

   At any time after receipt of State Board approval for a desired site(s), the local board may complete action to acquire the campus site(s).

7. Preparation of the Long-Range Master Plan for the Development of the Community College - (by local district)

A long-range plan (see Appendix II for data required) shall be submitted to the State Board for approval. Such approval shall be prerequisite to the acceptance of any request for construction funds. Thirty copies of the plan must be submitted for consideration. It is recommended that administrative review of rough draft material be requested prior to final printing.

8. Notification of Approval of Long-Range Plan - (by State Board)

As soon as the plan has received approval by the State Board, official notification will be made. Such action shall make the district eligible to receive State construction funds, subject to availability.

9. Filing of Education Specifications for a Community College Construction Project - (by local district)

Institutions which have previously completed steps 1-8 for projects subsequent to the present application shall start with step 9, unless the project involves modification of the site or the long-range plan, in which case action should begin with the modification-- step 4 or 7.

Prepare the Educational Specifications (including, as a minimum, the information requested in Appendix III).

Transmit one copy of the Educational Specifications to your architect to use as a guide in translating program needs into space needs. Transmit one copy to the Assistant Superintendent, Division of Community Colleges, State Department of Education, for administrative review. Such review will help prevent expenditures for planning that may not be in accordance with State Board policy.

10. Acknowledgement of Approval of Educational Specifications (by State Board)

The State Board has delegated authority to its executive staff to acknowledge approval of educational specifications for a building project. In addition, such acknowledgement shall contain advice as to the general availability of State funds for construction projects and priorities which may have been established.

11. Filing of Application for State Funds - (by local district)

Obtain copies of the form, "Application for State Assistance For Community College Construction" (Form CCC-1), Appendix IV.

One copy of the application form and one preliminary floor plan, which shall be final to the extent of fixing the number and size in floor space of student instructional stations and within 3 percent of gross square footage to be contained in any subsequent detailed project plans and specifications, shall comprise the application.

12. Approval of Project and Allotment of Funds - (by State Board)

Upon determination by the State Board that the applicant school district is eligible for State assistance, that the proposed project meets statutory and State Board requirements, and that State funds are available for such aid, an allotment of funds will be authorized by the Board. Such favorable action will authorize the local board of directors to contract with the architect for detailed plans and specifications.

13. Detailed Plans and Specifications - (by local district)

After approval by local directors of detailed plans and specifications, submit one copy to the State Board of Health, one copy to the State Board of Education, and two copies to the State Fire Marshal for required review by each of these agencies. The copy to the State Board of Education shall include a wage schedule applicable to the jurisdictional area.

14. Approval of Detailed Plans and Specifications - (by State Board)

Upon determination that the detailed plans and specifications meet the requirements of State Health and Fire agencies as well as those of the State Board of Education, the State Board delegates to its executive officer authority to approve the detailed plans and specifications, subject to State Board review at the next meeting. Such executive approval shall constitute an authorization for the local board to advertise for bids.

15. Advertise for Bids - (by local district)

A call for bids prepared and executed in conformance with statutory regulations may be issued.

16. Review of Fund Allotment and Contract Award - (by local district)

Upon analysis of bids received, the local board of education is authorized to proceed with award of contracts if sufficient funds are available, including the allotment of State funds made available in procedure 12.

In the event the bid amount is in excess of the estimated amount upon which the State allotment was made, the local board of education may proceed with contract award if the local district is in the position to assume the excess amount. If, on the other hand, the local district's ability to execute the contract is contingent upon receipt of an increase in the State allotment, such contract award shall be deferred until State Board action.

17. Bid Data and Documents to be Submitted to State Board of Education (by local board)

After opening of bids, the school district board of directors shall, by resolution, designate the successful bidder(s) and transmit a copy of such resolution, a tabulation of all bids received, and a signed copy of each contract executed to the State Board of Education.

18. Request for Periodic Payment of State Funds- (by local district)

After the contract has been awarded for the project, the local district shall (using the "Request for Payment for Community College Construction", Form CCC-2, (Appendix V), which may be obtained from the Assistant Superintendent, Division of Community Colleges, State Department of Education) request periodic payments related to the progress of construction, up to 90 percent of the total amount of State money.

Each such request shall include a signed copy of Certification of Payment indicating progress of construction as certified by the architect. A prorata share of local district funds will be used in making payments on the contract.

Such payment requests shall be directed to the Assistant Superintendent, Division of Community Colleges.

19. Payment of State Funds - (by State Board)

The Secretary of State's office will remit payments for construction two to four weeks after receipt of approvable requests.

20. Contract Change Orders - (by local district)

The district board of education must submit any contract modification to the State Board for approval if the modifications would require an increase in the State fund allocation necessary to complete the construction. IF the district intends to absorb any additional cost, State Board approval is not required.

21. Final Payment for the Project

When the project is completed to the local district board of director's satisfaction, the directors shall take action to accept the facility. After acceptance, the local board shall provide the State Board a request for final payment, which includes an account of the full costs and expenditures for the project. Such request shall include a record (board minutes) of the official acceptance.

A representative of the State Board will visit the completed project to determine that the plans and specifications for the project, as approved by the State Board, have been met.

Upon approval by the State Board's representative, the State Board shall cause to have computed the amount to which the local district is eligible and arrange for payment to the local district such amount less prior payments. Such payment, if in excess of prior allocation, shall be subject to the availability of additional funds, institutional eligibility, and affirmative action by the State Board.

22. Filing of Application for Claimed Prior Credit -(by local district)

Credit for excess local expenditures for construction previously incurred may be applied for from the State Board by using the appropriate Claimed Credit Application-Estimates (Forms CCC-3, 4, 5, 6 or 7), as contained in APPENDIX VI, Pages 35 through 39. Such application may be submitted at any time; however, reference to Regulation 6, page 4, will indicate time schedules to be maintained in order to insure maintenance of State fund priority.

FTE student eligibility for State construction funds will be charged in accordance with the following schedule:

a. For construction contracts executed between the period commencing July 1, 1965 to December 31, 1966, at the rate of $1,300 per FTE student.

b. For construction contracts executed between the period commencing January 1, 1967 to June 30, 1969, at the rate of $1,560 per FTE student.

c. For construction contracts executed between the period commencing July 1, 1969 to _____, at the rate stipulated in ORS 341.925 as being appropriate for the period in which the contract was executed.

Claimed credit State construction funds for the purpose of reduction of bonded principal indebtedness may be made at anytime and, if approved, will result in a cash payment.

Claimed credit State construction funds for the purpose of increasing State funds (in lieu of local matching funds) for future construction shall be accompanied by an approvable project application, as provided in procedures 9 through 11. If approved, claimed prior credit funds will be paid along with the other construction funds available for the project accompanying in the manner provided in procedure 18.

23. Approval of Claimed Prior Credit Application and Submission to Emergency Board for Consideration - (by State Board).

Upon determination that the application is approved and that the necessary funds are available, the State Board shall recommend the request for similar consideration by the Emergency Board, as required under ORS 341.925.

24. Notification of Approval of Claimed Prior Credit Application - (by State Board)

As soon as the application has received approval by both the State Board and the Emergency Board, the State Board shall officially notify the area education district of such approval.

UTILIZATION STANDARDS -- INSTRUCTIONS FOR USE IN PLANNING FACILITIES

The amount of instructional space needed in a community college is determined by the planned educational program and the intensity of scheduled facility use. This intensity is commonly defined by the term utilization and formulas have been developed to determine space needs from planned usage. State capital construction funds are based upon reasonably efficient utilization of space.

Space utilization formulas are based upon two concepts: (1) the percentage of hours teaching stations or rooms are scheduled in relation to the hours available for scheduling; and (2) the percentage of hours student stations or seats are filled when the room is scheduled.

Larger institutions have the ability to schedule more efficient use of space than do smaller institutions. Reasonably well established institutions, in terms of having attained a significant percentage of planned student potential, similarly have the ability to schedule more efficient use of space than beginning institutions which may anticipate extensive future growth.

Utilization formulas are based upon full-time-equivalent (FTE) students. Unduplicated head count students, all separate individuals enrolled, should be converted to FTE students before attempting to apply space utilization formula and to determine space needs. An FTE student in lower division collegiate transfer programs is a student enrolled for 15 quarter hours of credit. It is assumed that the typical FTE transfer student spends 13 hours per week in a classroom, 3 hours per week in a laboratory, and 2 hours per week in an activity class. An FTE student in a vocational-technical program spends 20 clock hours per week. It is assumed that the typical vocational-technical FTE student spends 10 hours per week in a classroom, 8 hours per week in a laboratory, and 2 hours per week in an activity space. In planning space needs, it will be necessary to substitute corrected allocation of time figures for the above if the institution's educational program varies significantly from the average program.

Utilization formulas are based upon the day program. It is assumed that day facilities will accommodate the evening program, or that other school facilities are available in the community in the evening which negates the need for constructing evening facilities. Therefore, the day FTE student potential should be considered as the significant number in applying formula and determining space needs.

A. UTILIZATION STANDARDS (22-050)

(In smaller community colleges)

Type of area	Hours Avail. per week		Percent Room Scheduled		Hours Room Scheduled		Percent Student Stations Filled		Hours All Stations Filled/per week
Classroom	40	X	80%	=	32	X	62.5%	=	20
Laboratories-Shops	40	X	60%	=	24	X	75%	=	18
Activity Area	40	X	60%	=	24	X	66.7%	=	16

B. UTILIZATION STANDARDS

(In larger community colleges)

Type of area	Hours Avail. per week		Percent Room Scheduled		Hours Room Scheduled		Percent Student Stations Filled		Hours All Stations Filled/per week
Classroom	40	X	80%	=	32	X	69%	=	22
Laboratories-Shops	40	X	60%	=	24	X	83%	=	20
Activity Area	40	X	75%	=	30	X	60%	=	18

C. In order to determine the number of student stations needed from the utilization formula, the appropriate figure in the last column (Hours all stations filled, per week) is the significant figure. It should be compared with the respective needs of the typical FTE student in both the collegiate transfer program and the vocational-technical program to determine the proportionate number of student stations needed in each type of facility.

D. Example:

(1) A typical transfer student spends 13 hours per week in a classroom. The planned utilization in smaller institutions is at the rate of 20 hours per week. Therefore, each FTE transfer student will occupy 13/20 = .65 of a classroom student station per week. Then, in order to determine the number of classroom student stations needed for transfer students, the ratio .65 multiplied by the planned FTE students will give the number of student stations needed.

E. A resume of the preceding utilization data and typical FTE student data should be used to determine the number of each type of student instructional station:

(1) Collegiate transfer FTE day students (smaller schools)

Facility	Typical FTE Student Hours/Week	Planned Hours All Stations Filled/Week	Student Station Ratio	Number of FTE Students		Number of Student Stations Needed
Classroom	13 hours	20 hours	$\frac{13}{20}$ = .65 X	_____	=	_____
Laboratory	3 hours	18 hours	$\frac{3}{18}$ = .17 X	_____	=	_____
Activity	2 hours	16 hours	$\frac{2}{16}$ = .13 X	_____	=	_____

(2) Vocational-technical FTE day students (smaller schools)

Facility	Typical FTE Student Hours/Week	Planned Hours All Stations Filled/Week	Student Station Ratio	Number of FTE Students		Number of Student Stations Needed
Classroom	10 hours	20 hours	$\frac{10}{20}$ = .50 X	_____	=	_____
Lab-Shop	8 hours	18 hours	$\frac{8}{18}$ = .45 X	_____	=	_____
Activity	2 hours	16 hours	$\frac{2}{16}$ = .13 X	_____	=	_____

(3) Collegiate transfer FTE day students (larger schools)

Facility	Typical FTE Student Hours/Week	Planned Hours All Stations Filled/Week	Student Station Ratio	Number of FTE Students		Number of Student Stations Needed
Classroom	13 hours	22 hours	$\frac{13}{22}$ = .59 X	_____	=	_____
Laboratory	3 hours	20 hours	$\frac{3}{20}$ = .15 X	_____	=	_____
Activity	2 hours	18 hours	$\frac{2}{18}$ = .11 X	_____	=	_____

(4) Vocational-technical FTE day students (larger schools)

Facility	Typical FTE Student Hours/Week	Planned Hours All Stations Filled/Week	Student Station Ratio	Number of FTE Students		Number of Student Stations Needed
Classroom	10 hours	22 hours	$\frac{10}{22}$ = .46 X	_____	=	_____
Lab-Shop	8 hours	20 hours	$\frac{8}{20}$ = .40 X	_____	=	_____
Activity	2 hours	18 hours	$\frac{2}{18}$ = .11 X	_____	=	_____

F. Determination of Teaching Stations Needed:

After having determined the number of student stations of each type needed, it is necessary to evaluate the educational program to be conducted in order to ascertain the number of teaching stations required. Such evaluation includes courses to be offered; the number of sections of each course; and the range in number of students to be assigned to each section. In this evaluation it must be remembered that it is hard to control the range in the number of students assigned to courses in which but one or two sections are offered each quarter. This evaluation will give the number of teaching stations required, assuming that the teaching stations are scheduled at least as many hours as contained in the utilization formula under "Hours Room Scheduled."

The variety in the number of student stations included in each teaching station is based upon the range in class size of the sections to be offered. Room sizes must be selected which will enable filling at least the percentage of student stations contained in the utilization formula under "Percent Student Stations Filled." To fail to plan for varied class sizes would demand additional student and teaching stations over that required were efficient planning used.

G. Determination of the size of each student station within the different teaching stations:

The amount of floor space required for each instructional student station varies depending upon function to be performed and the furniture and equipment requirements of the function. The table of space per student station starting on page 16 is recommended by the State Board. State capital construction and equipment assistance is based upon these space allowances and scheduled utilization in accordance with the standards contained on page 12. In the event local institution controlling officials plan for greater space allowances or less efficient utilization, it must be remembered that the excess will require additional local capital funds.

Computing State average student station space allowances is done without consideration of a specific education program to be conducted therein. Institutions planning educational facilities may seek to combine more than one program within a teaching station to improve utilization. State review of such planning will permit institutional flexibility for this purpose, if accompanied by adequate educational program justification.

H. Educational Specifications:

Under item (F), an evaluation of the educational program was recommended in order to determine the number and size of teaching stations required. Such evaluation is in essence the educational program specifications which in turn become the specifications for planning the physical plant. These specifications should be prepared containing the material outlined in APPENDIX III - EDUCATIONAL SPECIFICATIONS.

I. Factors significant in plant facility utilization:

1. How to achieve good utilization

a. Extend the day hours available for scheduling facilities by scheduling between 12:00 o'clock and 1:00 o'clock. Schedule day student science classes in the evening when under utilized by evening students.

b. Establish four separate 2-hour laboratory periods per day or use the noon period and schedule three separate 3-hour laboratory periods.

c. Recommend to entering freshmen, except science majors, that science requirements be met in the second year after completion of math prerequisites.

d. Consider all rooms on the campus as part of the total complex and as being available for scheduling rather than as a departmental facility.

e. Schedule room use centrally rather than departmentally.

f. In planning new facilities, involve educational specification editorship and utilization minimums rather than totally delegating the function to the most appropriate department.

g. Create policy and organization to require a plant utilization study at least every two years.

h. Avoid building facilities to accommodate peak loads at favored hours on favored days for the term in which highest enrollment is recorded.

i. Avoid building highly specifialized facilities without regard for potential enrollment to support that specialized program or without planning for flexible use which will accommodate other programs.

SPACE STANDARDS (22-055)

State funds for which a district may be eligible will, in general, be limited to participation based upon the following space requirements. Consideration may be given to special conditions and planned uses where pertinent. These criteria are applicable to new construction and will also be used as a guide for projects involving purchase and/or remodeling of existing buildings.

Classrooms

The student capacity of classrooms shall be computed at an average of 18 square feet per student station in smaller institutions, and at an average of 15 square feet per student station in larger institutions.

The amount of space planned per student station should be varied depending upon the number of stations planned for the room. Greater space should be given per student station in smaller rooms and less is required in larger rooms.

Laboratories

1. Science -- a minimum of 30 square feet and a maximum of 50 square feet plus 20 percent for preparation and storage per student station.

2. Drafting -- a minimum of 35 square feet and a maximum of 50 square feet plus 15 percent for storage per student station.

3. Business -- a minimum of 25 square feet and a maximum of 35 square feet per student station.

4. Language and Speech -- a minimum of 35 and a maximum of 50 square feet per student station.

5. Art -- 40 square feet plus 20 percent for storage per student station.

6. Home Economics -- 50 square feet per student station.

7. Mathematics -- 25 square feet per student station.

8. Industrial, such as electronics, electrical, photography, engineering-- a minimum of 50 square feet and a maximum of 75 square feet plus appropriate storage per student station.

Shops

1. Light shops, such as special service course areas, cosmetology, nursing, data processing, etc.-- a minimum of 50 square feet and a maximum of 75 square feet plus appropriate storage per student station.

2. Heavy shops, such as auto, aero, welding, farm equipment, building trades, textile, metal trades, etc. -- a minimum of 100 square feet and a maximum of 150 square feet plus appropriate storage per student station. (Note: Where day and night use is planned for the facility and where each student has tools or projects in process, sufficient storage should be provided to accommodate day students' tools and/or projects in the evening and vice-versa).

● Other Instructional Areas

Allowable space requirements for other types of instructional areas will be determined on the basis of the type of function, equipment requirements, and common practice for that specialty.

● Faculty Office

Faculty office at the rate of 100 square feet per single office or 80 square feet per person in multiple offices.

● Administration

At the rate of 6 square feet per FTE student planned. Included is general control, student record, business, counseling, and administrative conference or meeting rooms.

● Library

Book volume storage space and reader space in accordance with American Library Association standards for the size of the institution. (Seating for 25 percent of FTE students at 25 square feet per student and 20,000 volumes for first 1,000 FTE students plus 10 volumes per FTE student over 1,000).

Other library space will be determined on the basis of function or activity planned to be accommodated in the library. Such space shall be related to the size of the institution and reasonable utilization shall be planned.

● Physical Education

For institutions planning for 700 day FTE or fewer students, 15,000 square feet for teaching stations, locker and shower rooms is recommended. This will provide three teaching stations, two of which are incorporated in a gymnasium floor, and necessary minimum locker, dressing, and shower facilities.

By application of utilization criteria, approximately 11-13 student stations are required for each 100 FTE day students. Extension of such formula indicates that approximately each 200 students will require an additional teaching station.

For institutions planning for more than 700 day FTE students, a recommended guide is to plan for one additional teaching station for each 200 day FTE students plus 800 square feet of shower and locker space. Space planned that is in excess of this recommended guide will require extra justification for the planned program. Appropriate storage should be located adjacent to use areas.

Reference is made to the following table for the size of teaching stations for special physical education purposes. Note that ceiling heights vary extensively from the normal. The cubic footage will be considerably higher per square foot than in normal construction.

Area	Net Size			Gross Size		
	Length	Width	Height	Length	Width	Sq.Ft.
Apparatus Room	50'	30'	16'	50	30	1500
Badminton	44	20	20	60	30	1800
Basketball(Biddy)	50	30	20	60	36	2160
Basketball (Reg.)	94	50	22	114	56	6384
Fencing	40	6	n.s.	40	6	240
Handball -1 Wall(Reg.)	40	20	20	48	32	1536
Handball - 4 Wall	40	20	20	40	20	800
Handball - P.E.	34	20	18	40	32	1280
Volleyball	60	30	20	72	42	3024
Wrestling (2 mats)	48	24	10	60	34	2040

● Other Required Space

After determination of net space for the preceding functions, a factor should be added to convert to gross space needs. Over-all 30 percent, which is based upon 8 percent for interior and exterior wall space; 10 percent for circulation space--computed at full credit for interior or 1/3 credit for exterior; 5 percent for service areas; 5 percent for storage which is in addition to that required for specialized teaching station storage; and 2 percent for mechanical services is a reasonable guide for use.

Although the 30 percent space factor to convert from net to gross space will be helpful in considering the whole campus facility, it is not a reasonable conversion factor when a single building is under consideration. More than 30 percent should be added for some buildings and less will be required for others. For example, physical education and shop buildings will require much less than the average and academic and science centers will require more than the average.

- APPENDIX I -

APPROVAL OF SITE (22-060)

ORS 341.930 requires evidence that the district will provide a suitable site. An "APPLICATION FOR APPROVAL OF SITE" by a local district to the State Board of Education shall contain at least the following data for any site(s) submitted for approval:

1. The legal description of the site, designating the exact acreage and location. This should include a description of easements or rights-of-way within or adjacent to the site.

2. A sectional map of the geographical area to be served by the school.

   a. the exact location of the site
   b. the exact outline of the site
   c. highways and railroads - existing and proposed
   d. travel radius circles showing 5, 10, 15, 20, 25, and 50 mile intervals from the center of the site.
   e. populated areas of the county or counties

3. A description of land contours and soil conditions, including the results of test borings.

4. A description of the availability of:

   a. water supply
   b. electricity and gas
   c. sewerage and storm drainage
   d. telephone
   e. fire and police protection
   f. garbage disposal
   g. public transportation

   Specific information should be provided on availability of each, including any information such as distance to source of utilities, whether utilities are public or private, etc.

5. A description and particulars of zoning regulations of the area adjacent to the site.

6. A description of the businesses, industries, homes, etc., located in adjacent areas.

7. The peak number of full-time-equivalent students to be enrolled in the day program within a period of at least twenty-five years from the opening date of the college.

The following factors and the factors under the preceding items will be considered in making a recommendation as to the adequacy of the site:

1. Size -- A minimum standard shall be at least 40 acres for the first 500 day FTE students anticipated plus a minimum of one acre per each additional 100 day FTE students for which the institution is being planned.

   The State Board considers the above size site as meeting the minimum standard. However, two or more acres per each additional 100 day FTE students anticipated is considered desirable. In terms of relative eventual cost, it will be considerably less expensive to over estimate land needs as compared to under estimating such needs.

2. Topography should be such as to promote maximum utilization of the site area. The land should be well drained and should not require extensive preparation for construction of buildings.

3. Location should, as far as is practicable, be located near the center of population of the area to be served with due consideration given to future community developments and to accessibility from all areas to be served.

4. Utilities, including fire and police protection, should be readily available.

5. The preferred shape of the site should be square in order to diminish lineal distances between the extremities.

- APPENDIX II -

LONG-RANGE PLAN (22-065)

A long-range master plan for the development of the institution is required prior to approval of any application for State funds. Institutional planners are encouraged to exceed the following minimum requirements in order that the plan may be truly functional to the institution in guiding its development.

The long-range plan shall, as a minimum, contain:

1. The minimum period for which planning should be made is ten years and, in those sections where pertinent, extend the period to accommodate needs.

2. A description of the local study which should briefly outline how the long-range plan was developed, including acknowledgement of persons and organizations involved.

3. A statement of immediate, intermediate, and long-term objectives for the school.

4. A statement and forecast for the future of socio-economic population data, which shall include economic resources, population trends and the structure of the labor force. Some of this data will be available locally and various State and Federal agencies, such as the U. S. Census Bureau, will have pertinent published material. The outlook for the future is most significant. Illustrative material that will clarify topography, road systems, population centers, projections, etc., will be helpful.

5. Plans and educational needs of high school students which include high school graduates' plans. Such sources as follow-up studies, questionnaires from prospective graduates and other appropriate data may be used.

6. Occupational needs of the area which may include the levels of training and education required by prospective employers; the actual need in the area for trained personnel; opinions of lay advisory committees; and data from sources outside of the area which recognizes the mobility of the work force in modern society.

7. Post-high school programs, including public, private, and proprietary schools, now in operation. Include nature of the program, number of students, student age characteristics, and recent enrollment trends for each of the lower division collegiate, vocational-technical, and general education programs.

8. High school programs that may influrence post-high school offerings. Describe any such programs which might include vocational classes and advanced placement programs. Note any plans that are being considered to coordinate the program at these two levels.

9. The information requested in Appendix I for the site selected for development.

10. Indicate the type of programs or curricula anticipated. Outline the programs under such headings as lower division collegiate, the different vocational-technical curricula and general education. Project the programs for at least ten years, indicating the anticipated starting date for each program.

11. The plan should include the FTE students who will be attending in each of the programs stipulated in (10) above. Such numbers of students should be projected by program each two years for the first ten years of operation of the institution.

12. Describe any facilities now available which may be used. The plan should differentiate between permanent and temporary facilities.

    Indicate the type of buildings, classrooms, laboratories, and shops, and number of students that may be accommodated in terms of proposed educational programs.

13. Indicate the purposes for which the facilities will be utilized outside of the regular day school hours. This should include the planned enrollment of part-time students in the various evening programs and the proposed program of community services.

14. The number of faculty, guidance, service and administrative personnel planned to accommodate the students and programs discussed in items 10, 11, 12, and 13, based upon the same time schedule contained in those items.

15. A statement of the institution's policy on instructor-student ratio, teaching load, and size of classes to be conducted in the different curricula.

16. A description of the physical facilities which will be required to operate the programs discussed in the above items. For each building include the approximate gross floor area, spatial relationship or proximity to other program areas, number of teaching stations of each type and number of student stations. (Use the Utilization and Space Standards sections as guidance in the determination of student stations, teacher stations and space needs.)

17. Indicate temporary usages for physical plant spaces for which revision is later planned to permanent usages. Detail plans for other flexible arrangements or plans for expansion or contraction in the event realized needs vary from forecasted needs.

18. Estimate the expenditures which will be required for planning, site development, construction and equipment to acquire the facilities described above by planned calendar of such expenditure.

19. Indicate the sources of capital revenue receipt anticipated to balance the expenditures outlined in item 18 by source and year of receipt.

NOTE: Applicable parts of items 10-19 may be presented in chart form.

20. Include detailed planning for the first phase of construction, including precise detail on the description of facilities to be constructed, educational specifications (see Appendix III); evidence of the ability of the district finance costs in excess of State or other funds available; estimated detail plans and construction costs; and if the project includes purchase of existing buildings, a description of how the buildings fit the need of the community college, a certified statement of the purchase price and an appraisal of the value of the buildings.

21. A summary statement which includes implications, conclusions, recommendations and justification for the planned program.

- APPENDIX III -

EDUCATIONAL SPECIFICATIONS (22-070)

The most important role an educational organization should play in a building project is in the preparation of the educational specifications. These specifications should be prepared in writing by school planners to assist the architect in translating program needs to space needs. A copy of the educational specifications must accompany the preliminary project plans in any application to the State Board for capital construction funds.

● Minimum education specification requirements for each separate facility shall be:

1. The FTE student enrollment to be enrolled in the day program and in the evening program in both the LDC and vocational-technical curricula.

2. Computation of the utilization data and determination of student stations required for day FTE students in both the LDC and vocational-technical programs.

3. The day courses to be offered, including the anticipated day enrollment in each course offered.

4. The number and class size of day class course sections to be offered, including the hours per week such sections will require plant facilities.

5. Where the project is an addition or expansion to existing facilities, a utilization study of existing plant and the relationship of the addition or expansion to the present facility.

6. The size and function of each teaching station.

7. The space requirements per student station for the educational program to be conducted in each teaching station.

8. The equipment, preparation and storage requirements for each teaching station for the planned educational program.

9. The provisions required for multiple use in teaching stations wherein more than one educational program is planned for a station.

10. The calendar of proceedings for the project -- planning period, funding, site preparation, construction, and first use.

11. The standards of material quality desired in terms of performance expectations.

12. The spatial relationship of this instructional facility to other instructional facilities existing or planned for development, i.e., site location).

13. The temporary uses planned for all or part of the project and the permanent uses for which conversion is anticipated later.

14. The provisions for future expansion in space needs for each specialized program facility.

Form CCC-1

DEPARTMENT OF EDUCATION
Division of Community Colleges
and Vocational Education
Room 305 Public Service Building
Salem, Oregon 97310

APPENDIX IV

APPLICATION FOR STATE ASSISTANCE FOR COMMUNITY COLLEGE CONSTRUCTION

(Submit one copy)

For Department Use Only

A. PROJECT IDENTIFICATION

1. Legal Name of Applicant District:

2. Date of Application:

3. Proposed Project (Check items included in this Application):

   a. Purchase of existing facilities _____
   b. Improvement of site _____
   c. Planning _____
   d. New construction _____
   e. Reconstruction or remodeling _____
   f. Equipment _____

5. Project cost and financing:

   a. Total project cost $_____
   b. Amount eligible for State participation _____
   c. Amount State funds requested _____
   d. Amount local funds to be used _____
   e. Amount other funds to be used _____

   Source:
   1. _____ _____
   2. _____ _____

   f. Total c, d, e1 and e2 (Should equal a) _____

4. Project (Brief description of facilities for which application is made - include name by which building(s) will be known permanently):

B. REPRESENTATIVES OF APPLICANT DISTRICT

1. Signed _____
   President or Superintendent

   Signed _____
   Chairman of the Board

2. Name, address, and telephone number of authorized agent who will administer this program:

C. SPACE ADEQUACY SURVEY

1. Inventory of capacity of existing (in use) facilities of the college. (Calculate capacity of facilities "under construction" in number 2 and facilities "funded" but not constructed in number 3. Capacity of proposed facilities of this application are calculated in number 4).

Type of Space (a)	Net Square Feet (b)	Planned Square Feet Per Student Station	Leave Blank For Department Use	
			Charged Sq. Feet Per Student Station	Charged Student Stations
a. General classrooms				
b. Seminar rooms				
c. Large lecture rooms				
d. Science laboratories				
e. Special purpose classrooms				
f. Voc-Tech laboratories				
g. Light Voc-Tech shops				
h. Medium Voc-Tech shops				
i. Heavy Voc-Tech shops				
j. Activity instructional areas				
k. Library-study areas				
l. Auditoriums				
m. Circulation areas (Compute exterior @ 1/3 of gross)				
n. Faculty office space				
o. Student center space				
p. Storage area				
q. Service areas				
r. Bookstore (If not in o)				
s. Food service (If not in o)				
t. All other including walls				
TOTAL				

Note: The total net square footage in item 1 above should equal the gross square footage constructed.

2. Inventory of capacity of facilities "under construction"

Type of Space (a)	Net Square Feet (b)	Planned Square Feet Per Student Station	Leave Blank For Department Use	
			Charged Sq. Feet Per Student Station	Charged Student Stations
a. General classrooms				
b. Seminar rooms				
c. Large lecture rooms				
d. Science laboratories				
e. Special purpose classrooms				
f. Voc-Tech laboratories				
g. Light Voc-Tech shops				
h. Medium Voc-Tech shops				
i. Heavy Voc-Tech shops				
j. Activity instructional areas				
k. Library-study areas				
l. Auditoriums				
m. Circulation areas (Compute exterior @ 1/3 of gross)				
n. Faculty office space				
o. Student center space				
p. Storage area				
q. Service areas				
r. Bookstore (If not in o)				
s. Food Service (If not in o)				
t. All other including walls				
TOTAL				

Note: The total net square footage in item 2 above should equal the gross square footage under construction.

Page 4

3. Inventory of capacity of facilities "funded" but not under construction or completed

Type of Space (a)	Net Square Feet (b)	Planned Square Feet Per Student Station	Leave Blank For Department Use	
			Charged Sq. Feet Per Student Station	Charged Student Stations
a. General classrooms				
b. Seminar rooms				
c. Large lecture rooms				
d. Science laboratories				
e. Special purpose classrooms				
f. Voc-Tech laboratories				
g. Light Voc-Tech shops				
h. Medium Voc-Tech shops				
i. Heavy Voc-Tech shops				
j. Activity instructional areas				
k. Library-study areas				
l. Auditoriums				
m. Circulation areas (Compute exterior @ 1/3 of gross)				
n. Faculty office space				
o. Student center space				
p. Storage areas				
q. Service areas				
r. Bookstore (If not in o)				
s. Food service (If not in o)				
t. All other including walls				
TOTAL				

Note: The total net square footage in item 3 above should equal the gross square footage not constructed.

Page 5

4. Inventory of capacity of facilities for project covered by this application.

Type of Space (a)	Net Square Feet (b)	Planned Square Feet Per Student Station	Leave Blank For Department Use	
			Charged Sq. Feet Per Student Station	Charged Student Stations
a. General classrooms				
b. Seminar rooms				
c. Large lecture rooms				
d. Science laboratories				
e. Special purpose classrooms				
f. Voc-Tech laboratories				
g. Light Voc-Tech shops				
h. Medium Voc-Tech shops				
i. Heavy Voc-Tech shops				
j. Activity instructional areas				
k. Library-study areas				
l. Auditoriums				
m. Circulation areas (Compute covered exterior space @ rate of 1/3 of gross)				
n. Faculty office space				
o. Student center space				
p. Storage areas				
q. Service areas				
r. Bookstore (If not in o)				
s. Food service (If not in o)				
t. All other including walls				
TOTAL				

Note: The total net square footage in item 4 above should equal the gross square footage covered by this application.

5. Total inventory all facilities (1 + 2 + 3 + 4)

Type of Space (a)	Net Square Feet (b)	Planned Square Feet Per Student Station	Leave Blank For Department Use	
			Charged Sq. Feet Per Student Station	Charged Student Stations
a. General classrooms				
b. Seminar rooms				
c. Large lecture rooms				
d. Science laboratories				
e. Special purpose classrooms				
f. Voc-Tech laboratories				
g. Light Voc-Tech shops				
h. Medium Voc-Tech shops				
i. Heavy Voc-Tech shops				
j. Activity instructional areas				
k. Library-study areas				
l. Auditoriums				
m. Circulation areas (Compute exterior @ 1/3 of gross)				
n. Faculty office space				
o. Student center space				
p. Storage areas				
q. Service areas				
r. Bookstore (If not in o)				
s. Food service (If not in o)				
t. All other including walls				
TOTAL				

Note: The total net square footage in item 5 above should equal the gross square footage constructed, funded, planned, and this application.

D. COST CALCULATION FOR PROPOSED PROJECT

		Items approvable for State participation
1. Planning cost	$	$
2. On-site development cost		
3. Off-site development cost		
4. Construction contract cost		
a. Cost per sq. foot $		
5. Fixed equipment cost (Not in 4 above)		
6. Other initial equipment		
7. Other cost		
a. Source		
8. TOTAL COST	$	$

Forward to Item A. 5 (P.1)

E. CONSTRUCTION FINANCING PLAN FOR THIS PROJECT

Source of Funds	On Hand	Authorized	Entitlement Requested	Total
District				
State				
Federal Voc. Ed.				
Federal HEFA				
Other				
TOTALS				

F. SPECIFICATIONS AND PLANS FOR THE PROPOSED DISTRICT CONSTRUCTION PROJECT

1. The following documents, which describe and illustrate full details of the construction project covered by this application are submitted herewith and are made a part of this application:
(Check and complete all applicable items.)

☐ a. One copy of the educational specifications for this proposed project which have received prior review and approval for state participation in the project.

☐ b. A plot plan showing location of site(s) with topography and proposed building(s) or addition(s), including location of utility service lines, access roads, and parking areas for each structure to be erected, rehabilitated, altered, converted, or improved.

☐ c. One set of preliminary drawings or sketch plans, consisting of plan and elevation views of each building or addition showing layout of each floor drawn to scale and dimensioned, and showing location, purpose, and/or use (e.g., physics laboratory, storeroom, etc.), and interior space area of all rooms and attendant facilities for each structure to be acquired, erected or altered.

J. APPLICATION, ASSURANCES, AND AUTHENTICATION

1. All parts and exhibits contained in or referred to in the application are submitted with and made a part of this application.

2. The applicant hereby assures the Oregon State Board of Education that:

   a. No part of the facility, or facilities, in the proposed project includes the planning or construction of dormitories, spectator sport equipment or facilities, or single-purpose auditoriums.

   b. Applicant has on hand, or is assured of obtaining, if the application is approved, sufficient funds to meet the non-State portion of the costs of constructing the facilities described in the application.

   c. If the application is approved, the construction covered by the application will be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.

   d. Construction contracts for the construction covered by the application will incorporate the required "Fair Employment Practices" provisions, and all other requirements necessary to meet State regulations.

   e. Applicant will cover all costs in excess of the amount provided for in the application.

   f. Adequate and separate accounting and fiscal records and accounts of all funds provided from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time within four years after completion.

   g. Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms with the approved plans and specifications, and "as-built" drawings will be made available to the Department of Education upon completion of the project.

   h. The applicant has reviewed the academic and financial requirements for operation of the facilities upon their completion and considers the plan for operation of the facilities to be practical and within the capabilities of the institution.

Form CCC-2

APPENDIX V

REQUEST FOR PAYMENT OF COMMUNITY COLLEGE BUILDING FUNDS

To: State Department of Education, Salem, Oregon

Institution:_____ Date_____

Project: _____Partial Payment Number _____

1.	Total construction contract	$_____
2.	Total architectural fees	_____
3.	Total other approved project costs	_____
4.	Amount of total building project (Item 1 + 2 + 3)	_____
5.	Value of work completed to date (Attach architect's certificate of payment)	_____
6.	Architect fees earned to date (Attach schedule to fee payments)	_____
7.	Value of "other approved project costs" incurred to date (Attach invoices to substantiate)	_____
8.	Total value performed to date (Item 5 + item 6 + item 7)	_____
9.	Percent of project completed (Item 8 ÷ by item 4 x 100)	_____
10.	Amount of State funds approved for project	_____
11.	State funds earned to date (Item 10 x Item 9)	_____
12.	Prior payment of State funds	_____
13.	State funds due (Item 11 minus item 12)	_____
14.	Amount retainage ceiling (90% of item 10--Item 12 + item 13 may not exceed item 14 until final payment)	_____

_____ _____

(Date) (Authorized Official)

Copies Required: 4 copies this form; 1 copy architect's certificate of payment to contractor; 1 copy schedule of fee payments to architect; and 1 copy of invoice for all "other approved project costs".

(For State Office Use)

Payment Approved:

State Funds $_____

Review_____ _____

(Date)

_____ _____

(Date) (Assistant Superintendent)

APPENDIX VI

Form CCC-3
(Submit one copy)

APPLICATION FOR CLAIMED PRIOR CREDIT OF STATE COMMUNITY COLLEGE CONSTRUCTION FUNDS FOR BONDED PRINCIPAL DEBT REDUCTION

1. Community College _____ Date _____

2. IDENTIFICATION OF CLAIMED CREDIT PROJECT:

   a. _____ (Name of project or building)

   b. _____ (Date project approved by State Board)

   c. _____ (Name of contractor)

   d. _____ (Date construction contract signed)

3. COST DATA: (Attach one copy each supporting invoice)

   a. Construction Contract $_____
   b. Professional Fees _____
   c. Facility Purchase _____
   d. Equipment _____
   e. Total Cost _____
   f. Less Fed. Funds Rec'd. for project _____
   g. Bal.eligible for State participation _____

4. STATE FUND ELIGIBILITY:

   a. Cost(Amount 3,g) $_____
   b. Less State funds allocated _____
   c. Balance _____
   d. Less local funds required to match 4,b(4b ÷65% - 4b) _____
   e. Amt. credit claimed (4c minus 4d) _____

5. CLAIMED CREDIT:

   It is requested that a total of $_____ be approved as claimed credit for excess expenditures in the _____ (Biennial Period). That _____ (FTE) student eligibility be deducted from the community college's eligibility at the rate of $_____ (Amt. per FTE) as a result of this claim.

6. PAYMENT: (Attach a schedule [dates and principal amounts] of bond repayment)
   a. Amount requested - Total may not exceed 4,c.

Biennium	Amount
1967-69	$_____
1969-71	_____
1971-73	_____
1973-75	_____
1975-77	_____
1977-79	_____
1979-81	_____

   b. Pay to _____ (Treasurer) of _____ (County)

_____
(President's Signature)

CCC-4
(Submit one copy)

APPENDIX VI

APPLICATION FOR CLAIMED PRIOR CREDIT OF STATE COMMUNITY COLLEGE CONSTRUCTION FUNDS FOR LOCAL MATCHING FOR CONSTRUCTION

1. Community College _____ Date _____

2. IDENTIFICATION OF CLAIMED CREDIT PROJECT:

   a. _____ (Name of project or building)

   b. _____ (Date project approved by State Board)

   c. _____ (Name of contractor)

   d. _____ (Date construction contract signed)

3. COST DATA: (Attach one copy each supporting invoice)

   a. Construction Contract $_____
   b. Professional Fees _____
   c. Facility Purchase _____
   d. Equipment _____
   e. Total Cost _____
   f. Less Fed. Funds rec'd. for project _____
   g. Bal. eligible for State participation _____

4. STATE FUND ELIGIBILITY:

   a. Cost (Amount 3,g) $_____
   b. Less State funds allocated _____
   c. Balance _____
   d. Less local funds required to match 4,b(4b÷ 65% - 4b) _____
   e. Amt. credit claimed (4c minus 4d) _____

5. CLAIMED CREDIT:

   It is requested that a total of $_____ be approved as claimed credit for excess expenditures in the _____ (Biennial Period). That _____ (FTE) student eligibility be deducted from the community college's eligibility at the rate of $_____ (Amt. per FTE) as a result of this claim.

6. PAYMENT: Amount requested for local matching credit $_____ (May not exceed 4,e) for _____ (Name of project accompanying) which has a total estimated cost of $_____. It is further requested that the balance $_____ remaining in prior credit not presently required be carried forward to _____ (Biennium) for use then as local match for planned construction.

_____
(President's Signature)

Form CCC-5
(Submit one copy)

APPENDIX VI

APPLICATION FOR CLAIMED PRIOR CREDIT OF
STATE COMMUNITY COLLEGE CONSTRUCTION FUNDS
FOR BOTH BONDED PRINCIPAL DEBT REDUCTION
AND LOCAL MATCHING FOR CONSTRUCTION

1. Community College _____ Date _____

2. IDENTIFICATION OF CLAIMED CREDIT PROJECT:

   a. _____ (Name of project or building)

   b. _____ (Date project approved by State Board)

   c. _____ (Name of contractor)

   d. _____ (Date construction contract signed)

3. COST DATA: (Attach one copy each supporting invoice)

   a. Construction Contract $_____
   b. Professional Fees _____
   c. Facility Purchase _____
   d. Equipment _____
   e. Total Cost _____
   f. Less Fed. funds rec'd. for project _____
   g. Bal. eligible for State participation _____

4. STATE FUND ELIGIBILITY:

   a. Cost (Amount 3,g) $_____
   b. Less State funds allocated _____
   c. Balancé _____
   d. Less local funds required to match 4b(4b ÷65% - 4b) _____
   e. Amt. credit claimed (4c minus 4d) _____

5. CLAIMED CREDIT:

   It is requested that a total of $_____ be approved as claimed credit for excess expenditures in the _____ (Biennial Period). That _____ (FTE) student eligibility be deducted from the community college's eligibility at the rate of $_____ (Amt. per FTE) as a result of this claim.

6. PAYMENT: (Attach a schedule [dates and principal amounts] of bond repayment)

   a. Amount requested for bond payment

   (1)

Biennium	Amount	Biennium	Amount
1967-69	$_____	1975-77	$_____
1969-71	_____	1977-79	_____
1971-73	_____	1979-81	_____
1973-75	_____		

   (2) Pay to _____ (Treasurer) of _____ (County).

   b. Amount requested for local matching credit $_____ (May not exceed 4,e- 6,a) for _____ (Name of project accompanying) which has a total estimated cost of $_____.

   It is requested that the balance $_____ remaining in prior credit not required above be carried forward to _____ (Biennium) for use then as local match for planned construction.

_____
(President's Signature)

CCC-6
(Submit one copy)

APPENDIX VI

ESTIMATE OF AMOUNT TO BE CLAIMED
FOR PRIOR CREDIT OF STATE COMMUNITY COLLEGE CONSTRUCTION FUNDS

(File by March 1, even no. years)

1. Community College _____ Date _____

2. IDENTIFICATION OF CLAIMED CREDIT PROJECT:

   a. _____ (Name of project or building)

   b. _____ (Date project approved by State Board)

   c. _____ (Name of contractor)

   d. _____ (Date construction contract signed)

3. COST DATA: (Estimate)

   a. Construction Contract $_____
   b. Professional Fees _____
   c. Facility Purchase _____
   d. Equipment _____
   e. Total Cost _____
   f. Less Fed. funds rec'd. for project _____
   g. Bal. eligible for State participation _____

4. STATE FUND ELIGIBILITY:

   a. Cost (Amount 3,g) $_____
   b. Less State funds allocated _____
   c. Balance _____
   d. Less local funds required to match 4b(4b ÷65% - 4b) _____
   e. Amt. credit claimed (4c minus 4d) _____

5. INTENDED USE OF CREDIT:

Biennium	Amt. Bond Payment	Amount Construction Matching
1969-71	$_____	$_____
1971-73	_____	_____
1973-75	_____	_____
1975-77	_____	_____
1977-79	_____	_____
1979-81	_____	_____

_____
(President's Signature)

CCC-7
(Submit one copy)

APPENDIX VI

CORRECTED ESTIMATE OF AMOUNT TO BE CLAIMED
FOR PRIOR CREDIT OF STATE COMMUNITY COLLEGE CONSTRUCTION FUNDS
(File by January 15, odd no. years)

1. Community College _____ Date _____

2. IDENTIFICATION OF CLAIMED CREDIT PROJECT:

a. _____ (Name of project or building)

b. _____ (Date project approved by State Board)

c. _____ (Name of contrator)

d. _____ (Date construction contract signed)

3. COST DATA: (Estimate)

a. Construction Contract $_____
b. Professional Fees _____
c. Facility Purchase _____
d. Equipment _____
e. Total Cost _____
f. Less Fed. funds rec'd. for project _____
g. Bal. eligible for State participation _____

4. STATE FUND ELIGIBILITY:

a. Cost (Amount 3,g) $_____
b. Less State funds allocated _____
c. Balance _____
d. Less local funds required to match 4b(4b ÷65% - 4b) _____
e. Amt. credit claimed (4c minus 4d) _____

5. INTENDED USE OF CREDIT:

Biennium	Amount Bond Payment	Amount Construction Matching
1969-71	$_____	$_____
1971-73	_____	_____
1973-75	_____	_____
1975-77	_____	_____
1977-79	_____	_____
1979-81	_____	_____

_____
(President's Signature)